



"Offering our community more than a home"

Policy on Principal Officer Remuneration

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CHA Objectives: To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
To promote social inclusion by applying principles of equality and diversity to everything we do.

Regulatory Standards: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

The RSL manages its resources to ensure its financial well-being and economic effectiveness.

The governing body and senior officers have the skills and knowledge they need to be effective.

This policy can be made available on request in a variety of different formats, such as on audio CD, in large print and translated into other languages.

Clydebank Housing Association Limited

Policy on Principal Officer Remuneration

1. AIMS

This policy confirms Clydebank Housing Association's approach to the remuneration of its principal officer. The aims of this policy are to:

- ensure that the remuneration package remains sufficient to attract and retain a suitably capable person, without being seen as excessive
- set out the system by which this is achieved
- identify the method through which any disputes on principal officer remuneration are to be channelled

2. COLLECTIVE BARGAINING FRAMEWORK

Clydebank Housing Association is a FULL member of EVH . Supporting Social Employers (EVH), this being an Employers' Association under the terms of the Trade Union and Labour Relations (Consolidated) Act 1992, and properly registered with the Certification Officer in this regard.

EVH also operates a fully constituted collective bargaining agreement in conjunction with UNITE the union. This is open to all member employers and around 100 social housing based employers (including Clydebank Housing Association) participate in this arrangement. The EVH/UNITE system provides a jointly agreed common set of salaries, along with a minimum set of Conditions of Service, for all staff employed within EVH FULL member organisations (often known more simply as FULL members).

The following fixed value monetary benefits are fully prescribed by the EVH arrangements:

- Salaries
- Subsistence rates
- Essential Car User Allowance
- Mileage rates
- Distant Islands Allowance
- First Aid Allowance
- Retiral/Long Service Awards
- Occasional overtime payments

In addition there is the set of minimum Conditions of Service covering the typical spread of provisions covering working hours, holidays and such like. Some of these will have variable monetary values and others will simply offer entitlement to processes such as disciplinary and grievance procedures. Aspects within the Conditions of Service will also link to a wide range of supporting external documents governing a raft of employment matters such as e-mail/internet use; health & safety; staff code of conduct; and many more besides.

The EVH requirement of FULL members is that they adopt in full the centrally negotiated arrangements and apply all (non salary) terms and conditions proportionately to all employees regardless of seniority or grade.

EVH salaries are regarded as sector standard within the Scottish social housing movement. It is commonly the case that the principal officer salary on offer within full members is below 3.0 when compared to that paid to the typical employee (a very low metric). This is a long-standing and deliberate principle within the arrangements aimed at ensuring a strong sense of all round fairness. Full members are also %Scottish Living Wage+employers . again a strong indication of reasonableness in relation to the pay differentials that will exist.

The following benefits are matters which sit outwith the scope of the EVH centrally agreed arrangements:

- Pensions
- Expenses (other than listed above)
- Car provision (other than listed above)
- Local enhancements to minimum set of Conditions of Service
- PRP/Bonus (though it is known that EVH is fundamentally opposed to this type of payment)
- Regular overtime/long hours gratuity payments
- Private Health Care Plans and derivatives thereof

The above list is not exhaustive.

EVH is available at all times to support us in considering such matters nonetheless and is able to offer a sector wide perspective. Other external consultants may also be available to help too.

3. APPLYING THESE ARRANGEMENTS WITHIN CLYDEBANK HOUSING ASSOCIATION

In the first instance all matters concerning principal officer remuneration will be considered by our Finance & Corporate Services Sub-Committee (meets quarterly) or Management Committee (meets monthly).

As a FULL member of EVH we are entitled to have our views represented via its negotiating forum, either by way of one of our number standing for election to its Joint Negotiating Committee as an employersqrepresentative, and/or by contributing to employer consultations and ballots concerning any changes proposed by the EVH negotiators.

Matters governed by EVH arrangements

The EVH system of Grading Guidelines sets out common pay spines for posts at all levels, with principal officer posts being placed on a three point spinal spread with the relevant pay territory. There are a series of %bars+within the common pay spines for senior staff and these are related to the number of units (houses) managed. The arrangements also provide flexibility (within limits) to take account of other (non housing) demands within the organisation, and these factors can be added to the raw unit count to help establish a final placing on the pay spine.

Clydebank Housing Association has placed our principal officer post within suitable territory on the EVH scales following an assessment by EVH itself.

We will follow all other matters set out within the EVH arrangements in full.

We also accept that the salary metrics apparent within these central arrangements are suitable to us.

Matters not governed by EVH arrangements (e.g. pension, expenses and local enhancements)

All other benefits not set down by EVH will be determined locally bearing in mind the following principles and standards:

- That the principal officer will be treated (relatively) no more favourably than other staff we employ
- Arrangements struck will be within the spirit of the Association's Entitlement Payments and Benefits Policy.
- The availability of advice from EVH and/or others qualified to offer it as to the reasonableness and efficacy of any benefits/emoluments that may be proposed
- No such benefits may be introduced/amended without the formal approval of the Finance & Corporate Services Sub-Committee/Management Committee

4. CONFLICTS OF INTEREST

The Finance & Corporate Services Sub-committee/Management Committee retains the option of considering all matters concerning terms of conditions of employment for all staff (including the principal officer) in private should it so wish. In particular the principal officer will have no executive role in setting or changing their emoluments and benefits.

5. DISPUTES

In the first instance any disputes over the principal officer remuneration and benefit package will be referred to the Finance & Corporate Services Sub-committee. This person/body can call upon EVH for independent advice at any time.

Additionally EVH also offers a free, principal officer salary assessment service to its members and this should be carried out every 3-5 years or where there is a significant change in business activity/size

Disputes that are not informally resolved may be routed via the agreed Grievance Procedure and ultimately fall to be determined by the independent Joint Negotiating Committee Appeal mechanism, this being the final stage in our internal procedure.

6. EQUALITIES

The framework of arrangements governing principal officer pay and benefits is part of a communal arrangement covering all our employees. This is consistent with our commitment to equalities as per our Equalities Policy.

7. REVIEW

We will review this policy on a three yearly basis.

For Office Use Only – Required Actions

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	No
Leaflet change required?	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed	Yes